

DRAFT

**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, August 11, 1998**

Cathy Bell called the meeting to order at 10:03 AM.

Present: Jennifer Arblaster, Patty Ables, Alexandra Barnes, Brian Becknell, Cathy Bell, Roxanne Bernard, Debbie Calhoun, Myra Cato, Truette Dobson, Susan Eller, Elmer Gray, Patty Harris, Dianna Haynes Ron Herrin, Kim Keasler, Mary Ladd, Cory Massey, Tony McGuirt, Brenda Norris, Greg Padgett, Robin Page, Sandra Parker, Pam Parnell, Stephen Perry, June Ponder, Mark Pullen, Olivia Shanahan, Betsey Shira, Joan Smith, Charlotte Swafford, Chuck Toney, Barbara Warmath, April Warner.

Absent: Margaret Batson, Jamie Boggs, Kathy Bragg, Michael Brewer, Joyce Bridges, Sandra Burkett, Chris Caracciolo, Edward Chandler, Jenna Donald, Jerry Fincannon, Denise Hall, Beverly Holton, LeRay Maw, Martha Morris, Michael Parker, David Payne, Susan Reeves.

Guests: Beth Jarrard

1. **Guest Speaker: Gerald Vander Mey**, spoke on the campus master plan. The early eighties saw the beginning of the update to the long-range plan. It was done again ten years later. In fiscal year 1994-96 the Board of Trustees approved the plan. Land use has an academic core, followed by in-fill development (adding additional wings to existing buildings). 23,000 is the expected maximum number of students. Clemson will need more academic space as this happens. They want to maintain the wonderful character of the landscape at Clemson. If we reach 23,000 students the major plan concepts are: 16,500 parking spaces, peripheral lots, parking structures, expanded transit system and roadway improvements. Currently we have a total of 12,300 parking spaces. There are no plans to transport employees from the periphery of the campus. Greenhouses cannot be moved due to soil contamination. They need to look at more handicapped spaces. The Hendrix Center will be 100,000 square feet and consist of a food court with 5-6 vendors, convenience store, Edgars, Career Planning, student media (Tiger, TAPS, Chronicle, WSBF), bookstore and ballroom. Current space in Johnstone used for the student media will go to student organizations. Plans are in the works to have pedestrian and orientation Kiosks have pullout maps of the campus.
2. The minutes were approved as corrected.
3. Betsy made motion "to change order of business to do unfinished business and AD HOC Commission report before item #3." The motion was seconded and approved.
4. **President's Report:** Cathy Bell reported:
 - A. Littlejohn Renovation did not get funded. May and August graduations will be held at Littlejohn.
 - B. **Academic Council:** Did not meet in July.
 - C. **Board of Trustees:** David Stalnaker gave presentation on FMO. FMO is focusing on customer service in the custodial, landscape, and maintenance areas. There will be a breakfast for customers by invitation only from 7:30 to 10:00 on August 12th. Concerns regarding the FMO should be voiced to Cathy so that she can go and take these concerns to them.
 - D. **President's Cabinet:** Cathy received notification of appointees to the President's Commission on the Status of Black Faculty and Staff. The CSC recommended J. Clinkscales and Claudette Thompson. *Two of the nominees recommended by CSC were appointed*
 - E. Fran followed up on the recommendations for recruitment and retention problems, stating adjustments will be made for some employees in high voltage/electrical shop, postal clerks, library assistants, and IT jobs in band 5 and above. They took a tour of the Martin Inn yesterday. If anyone is interested in taking a tour of the Martin Inn, please contact Cathy.
 - F. **Administrative Council:** Thornton Kirby reported that there are two new laws regarding the Freedom of Information Act. Records have to be made available or allow requestors to search for information. There is also a new policy that is forthcoming in the area of salary supplements. Althea Leslie of Multicultural Affairs gave a presentation. *Pres's Cabinet notes*

change

- G. The Standing Committee Chair appointments for this year are as follows: Membership – Jamie Boggs, Communications – Chris Caracciolo, Policy & Welfare – April Warner, and Scholarship – Robin Page. Cathy thanked the outgoing Standing Committee Chairs for their hard work.
5. **Treasurer's Report:** Greg reported the check from Harris Sporting Goods was processed.
6. **Committee Reports**
- A. **STANDING COMMITTEES:**
1. **Membership:** Alexandra Barnes reported Jennifer Arbalster is the new representative for Area #12. Her e-mail address is JARBLST, department number is 0304, phone number is 656-2530, and her address is 146 Long Hall. She will be serving on the Policy & Welfare Committee.
 2. **Communications:** Myra Cato reported the newsletter will go out in September. Send your articles to Chris Caracciolo or Myra by August 20th. Myra and Chris will meet next week. They need the article on the Golf Tournament and a letter from Cathy.
 3. **Policy & Welfare:** April Warner reported they met this morning. She will have the article on annuities done for the newsletter and the article thanking the vendors for the Open Forum donations.
 4. **Scholarship:** Brian Becknell reported he would get with Robin and set the next meeting date. They have not met.
- B. **AD HOC COMMITTEES:**
1. **CSC Survey:** Chuck made a motion to accept "the survey results and summary". Motion was seconded. Discussion followed. There were 262 responses, which was a little over ten percent return of the surveys. The motion was approved. Cathy wants to set up a separate sub-committee to look at each of the top three issues. Contact Chuck or Cathy if you are interested in serving on a sub-committee. We would like them to be as creative as possible.
 2. **C. UNIVERSITY COMMITTEES:**
 1. **Accident Review Board:** Chris reported they have not met.
 2. **Athletic Council:** Cathy reported they have not met.
 3. **Bookstore Advisory:** Cathy reported they have not met.
 4. **Budget Council:** Greg reported they have not met.
 5. **Campus Indoor Water and Air Quality Committee:** Roxanne reported they want to know how you feel about having a "no smoking in the buildings" policy at Clemson. Currently four walls and a door constitute a private office and smoking is permitted within. There may be some rules, but they are not being enforced. The committee would like to get the endorsement of the CSC to take to the Administration to get smoke-free buildings. Survey your constituents and send all comments to Roxanne.
 6. **CATS:** Cathy reported they have not met. Their next meeting will be 9/16. 20,000 maps and schedules are to go out soon.
 7. **Faculty Senate Budget Accountability Committee:** Debbie reported they have not met.
 8. **Human Resources Advisory:** April reported tomorrow's meeting has been cancelled. In regard to the football game on 11/12, Dick Simmons is preparing a memo from HR through the Administrative Council to allow employees adjusted work hours so that they may leave at 3:00 PM.
 9. **Joint City/University:** Greg reported they held a ½ day planning retreat last week.
 10. **Non-Student Regulations Task Force:** Roxanne reported they have met to get to get acquainted and to receive the charge of the sub-committee. They will meet again next Thursday.
 11. **Parking Advisory:** Elmer reported next meeting 1st Thursday in September. Joe Granger will present and discuss a proposal on increased ticket prices. Cathy requested a report of where the revenues are spent. Send concerns to Elmer. Meetings are not open.
 12. **President's Commission on the Status of Women:** Myra reported they do not meet during the Summer. Next meeting will be in September.
 13. **Quality of Minority Student Life (CQMSL):** Sandra Parker reported they have not met.
 14. **Recreation Advisory:** Steve reported they have not met.
 15. **SCSEA:** Cathy reported they met this morning. SCSEA thanked the CSC for helping to get the 2.5% raise. They are going to be working with the President's Commission on the Status of Black Faculty and Staff. They are having a kickoff campaign for Governor at the Garrison Arena on Friday, 9/11 starting at 3 PM. They are planning a barbecue on November 30th to meet new legislators and start

working on next year's request for salary raises. They are planning a campus cookout in September where all members can meet the board members.

16. **Travel Advisory:** Greg reported for Cory they met. Handouts and minutes from the meeting are available down front. Small World Travel is trying to get feedback on customer satisfaction. They will meet on a quarterly basis.

17. **Union Advisory:** Elmer reported they have not met.

7. **Unfinished Business**

- A. **Open Commentary Guidelines:** Betsey made a motion "to adopt the Open Commentary Guidelines for use in the CSC meetings." Discussion followed. It allows for a three-minute time period to give a presentation and the remaining seven minutes may used for questions and rebuttal. The motion was approved. This should go in the member's notebook. Suggestions were made to put this in our newsletter, share it with Beth Jarrard for publication and to have Alexandra add it to the New Employee Orientation presentation.

- B. Betsey made a motion "to amend article four of the bylaws." It was seconded. Discussion followed. The motion was approved. Betsey made a motion "to amend article two on page three of the bylaws." It was seconded and approved. Betsey will have updated pages of the bylaws at the next meeting.

7. **New Business:** None.

8. The meeting was adjourned at 12:04 PM.